

STATE OF IDAHO

# North Central Regional Time Sensitive Emergency Committee

## Bylaws

Clearwater County Ambulance, Clearwater Valley Hospital & Clinics, Gritman Medical Center, Idaho  
Public Health North Central District, LifeFlight Network, Lewiston Fire & Ambulance, Moscow Fire &  
Ambulance, NezPerce Ambulance, PACT EMS, St. Joseph Regional Medical Center, St. Mary's Hospital &  
Clinics, Syringa Ambulance, Syringa Hospital & Clinics

**5/24/2016**

**Revised 3/27/2018**

**Right patient, right time, right place.**

## Article I: Name

This regional Time Sensitive Emergency (TSE) committee shall be known as the North Central Regional Time Sensitive Emergency Committee. It shall be referred to in this document as the NCRTSEC.

## Article II: Definitions

The NCRTSEC shall include physicians, nurses, EMS agencies, and hospital administrators.

The NCRTSEC shall be comprised of the following Idaho counties: Latah, Nezperce, Clearwater, Idaho, Lewis.

## Article III: Mission

Our mission is to enhance overall community health in our region by adapting an evidence-based organized system of care for patients with Time Sensitive Emergencies. Further, we aim to improve patient outcomes, decrease the frequency of preventable death, and improve the quality of life. We will encourage participation from all areas of care, creating a platform for discussion around the region's unique challenges of expansive geography and varying levels of resources. We will ensure all decisions support the common goal of transporting patients to the right place, in the right time, with the right care.

The duties of the NCRTSEC shall be as follows:

- Implement care guidelines, policies, procedures and protocols for the regional TSE system.
- Conduct regional quality improvement, including receipt of reports prepared by the committee containing trauma, stroke and heart attack data and making recommendations to facilities within the region based on those reports.
- Each facility is responsible to send appropriate trauma, STEMI, & stroke cases, in a timely manner, to the Regional QI Sub-Committee as identified by the facilities internal PIPS process.
- Advise the committee concerning the statewide system.
- Establish trauma, stroke and heart attack education and prevention programs.
- Perform other duties required by Idaho code and committee rules.
- Conduct other activities needed to ensure optimal delivery of trauma, stroke and heart attack care services within the region.

## Article IV: Membership

Membership of the NCRTSEC must be comprised, at a minimum, of the following:

- Member(s) from each facility that is designated or is seeking designation as a trauma, stroke or heart attack facility. There may be one member for each type of designation.
- One (1) member from each air medical EMS agency that provides patient transport in the region.
- One (1) member that is a hospital administrator at a facility that holds or is seeking designation.

- One (1) member that represents each EMS agency that provides patient transport in the region.
  - One (1) specialist that serves patients in the region when participation is requested by the committee.
- A quorum is required to any motion. A quorum is defined as at least one voting member from:
    - Three (3) EMS agencies
    - Three (3) of the five (5) regional facilities.
  - Conflict of interest: If a committee member has a financial or personal conflict of interest in any matter before the committee, that person shall fully disclose the nature of the conflict. The minutes of the meeting will record such disclosure.
  - Terms: One year terms with option to renew.
  - Vacancies. Each organization is responsible for filling a vacant position.

## Article V: Officers

### Section 1: Designation of Officers

- The committee shall elect, by majority vote, a Chair, a Vice-Chair and Secretary as it deems necessary and appropriate.
  - The Chair shall serve a term of (2) years with each newly elected chair beginning their term January 1<sup>st</sup> of each even numbered year.
  - Officers will serve a two (2) year term with each newly elected officer beginning their term January 1<sup>st</sup> of each odd numbered year.
  - At the end of their term, officers shall be eligible for re-election.
  - Elections shall occur prior to the expiration of the current term during the last meeting of each calendar year.
  - Upon a vacancy in any office, a replacement shall be elected by majority vote and the elected member shall serve for the remainder of the term of the vacated office.

### Section 2: Duties of Officers

- Chair: The Chair shall preside over meetings of the committee and shall exercise such duties and powers as determined by the committee.
  - In the event that the Chair and Vice-Chair cannot be present to preside at a committee meeting, the Chair will identify a committee member to preside over that meeting. If the Chair is not able to or does not identify such committee member, the committee, by majority vote, will identify a committee member to preside over the meeting.
  - The Chair will prepare an agenda for each meeting of the committee.
  - The Chair will serve as a member of the Idaho Time Sensitive Emergency Council.
- Vice-Chair: The Vice-Chair, in the absence of the Chair, shall preside over all meetings and exercise the duties and powers of the Chair, and shall exercise such duties and powers as determined by the committee.

- Secretary: The Secretary shall coordinate with the Chair to assure accurate record-keeping regarding minutes and other committee business.

## Article VI: Meetings

### Section 1: General Meetings

- Frequency and location: The frequency of meetings will be determined by the committee, depending on the need, but will meet at least semiannually. The meetings will rotate between the sites of our membership.
- Notification: The committee will be notified of meetings via email and in accordance with the Open Meeting Law.
- Minutes: Minutes will be sent out in the week prior to the next meeting.
- Quorum: A quorum must be present for any official act of the committee. Members are strongly encouraged to participate in person. However, members may be present at a meeting by telephone or teleconference, in accordance with Idaho Code § 67-2342(5).

### Section 2: Special Meetings

Special meetings will be called at the discretion of the Chair.

### Section 3: Annual Meeting

Annual meetings will be held each year in the month of November to review committee appointments and address committee needs for the following year.

## Article VII: Subcommittees

- Run Review/Peer Review Subcommittee: The committee will elect a Chair for this subcommittee. Each facility that is either designated or is seeking designation will appoint a member to the subcommittee. Each county will be represented by an EMS agency appointed by each county. The subcommittee will also include one representative from the local Public Health District.
  - The Run Review/Peer Review Subcommittee will meet no less than quarterly to discuss cases from the previous three (3) months.
  - Cases will be selected by members of the subcommittee.
  - Representatives from facilities and EMS agencies throughout the region may be invited to present the cases to the Subcommittee.
  - Based on the run/peer review data the subcommittee will make recommendations to the regional committee regarding opportunities for improvement.
- Other subcommittees will be added if needed and as determined by the committee.

## Article VIII: Fiscal Policies

At such a time monies become available the committee will revisit the fiscal policy as it relates to the North Central Region. The NCRTSEC has no fiscal responsibility. Any financial matters encountered by the region will be addressed by the statewide TSE Council.

## **Article IX: Parliamentary Authority**

The committee will use Robert's Rules of Order to govern meetings.

## **Article X: Amendment of Bylaws**

Voting members may, by a two-thirds majority, alter, amend, or repeal these bylaws at any duly held meeting of this committee.

## **Article XI: Proxies**

Voting members in attendance at a meeting cannot carry a proxy. One member or proxy equals one vote. The voting member shall notify the Chair via written notification (to include email) of proxy's voting authority prior to the meeting.

## **Article XII: Transactions of the Organization**

### **Section 1: Expenditure Approval**

The NCRTSEC has no fiscal responsibility. Any financial matters encountered by the region will be addressed by the statewide TSE Council.

### **Section 2: Payment Process**

The NCRTSEC has no fiscal responsibility. Any financial matters encountered by the region will be addressed by the statewide TSE Council.

## **Article XIII: Signatory**

We, the undersigned, representing the membership of the North Central Regional Time Sensitive Emergency Committee consent to and adopt the foregoing bylaws as the bylaws of this organization.